

POLICE CORPORAL

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Employees of this class perform duties assigned to lower ranking classes such as traffic accident investigation and investigation of complaints, as well as instructing and supervising subordinate officers in the performance of these duties. They also perform certain other specific supervisory functions occasionally as assigned such as making reports on work performance of subordinate officers. This class ranks immediately below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Performs traffic accident investigation duties such as: checking for injuries and calling for medical aid if needed; providing for traffic movement around the accident scene; interviewing drivers of vehicles involved in accidents and witnesses to obtain information necessary for accident report; examining vehicles to determine point of impact, taking necessary measurements, making sketch of accident scene; determining cause of accident and issuing citations if necessary; providing for the removal of damaged vehicles and removal of any debris from road.

Performs traffic control duties such as: directing traffic; issuing tickets and summonses for parking or moving violations; checking driver's licenses; stopping drivers suspected of driving while under the influence, performing field sobriety test, performing PEI test; operating radar unit to apprehend speeding vehicles; checking for expired license plates or safety stickers; escorting funerals or parades, oversize vehicles, or emergency vehicles.

Makes initial investigation of complaints received and makes or assists in follow-up investigations performing duties such as: interviewing victims or witnesses and taking statements; providing information and/or descriptions to other law enforcement agencies; checking to see if medical attention is necessary and providing for such by applying first aid or calling for medical assistance; notifying all legal and medical officials concerned with crimes; protecting crime scene; making crime scene sketch; searching for, collecting, labelling, and preserving evidence; using fingerprint equipment, making casts of tire tracks, etc., taking photographs; watching buildings and persons, interviewing persons, or otherwise collecting evidence to identify and locate persons who have

committed crimes; conducting searches upon probable cause or with a search warrant, seizing contraband or evidence.

Apprehends suspects and makes arrests in accordance with the law and established procedures, performing related duties such as: searching, transporting, and booking suspects; interrogating suspects; working with legal officials to prepare cases for trial and testifying in court.

Fills out necessary forms and writes necessary reports of activities.

Performs the following duties involving responsibility for supervising subordinates: conducts roll call and transmits orders; assigns specific work; provides informal training and verbally corrects subordinates; makes reports on work performance; reviews written reports and records submitted; makes inspections for correct appearance; supervises units during the shift for correct work performance; provides for maintenance and refueling of police vehicles and inspects such.

Patrols assigned area in squad car or on foot to prevent crime and to protect lives and property; performs building security checks; assists firefighters at fire scene; recovers lost or stolen property; patrols school zones and guards school crossings when necessary; observes hazardous conditions such as fallen power lines and reports such for remedial action; provides for the removal of vehicles abandoned on public property.

Answers calls concerning family or neighborhood disputes and attempts to avert violence and resolve differences; notifies proper agencies of possible cases of child abuse; notifies families of accident victims.

Conducts or assists fire department in conducting investigations of arson cases.

Locates missing persons or runaways.

Investigates cases of rape following established departmental procedures.

May also perform duties such as: answering questions for the public and assisting in non-emergency situations such as locked cars; acting as security guard for visiting dignitaries; operating SWAT equipment; seeing that juvenile cases are turned over to the proper authority; talking to business persons to give pointers on crime prevention and giving talks and conducting station tours for school or civic groups; providing meals and medical care for prisoners and providing jail security.

Performs related duties as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of federal, state, and local laws, ordinances, and court rulings in the areas of evidence, identification, use of firearms, arrest, narcotics and alcohol, search and seizure, larceny homicide, arson, sex offenses, burglary, robbery, forgery, juvenile, traffic.

Knowledge of the Louisiana Criminal Code and Code of Criminal Procedure and knowledge of the rules and regulations of the police department.

Knowledge of accepted patrol procedures and practices.

Knowledge of the principles of traffic control and traffic accident investigation.

Knowledge of the geography of the city including areas of high crime incidence.

Knowledge of the principles and practices of investigation including: what constitutes "probable cause"; procedure for obtaining and executing a search warrant; procedure for searching and protecting the crime scene; making a crime scene sketch; ability to lift or take fingerprints, to take photographs, to make casts of tire prints, etc.; procedures for identifying, collecting, preserving, and assuring the accountability of evidence.

Knowledge of the nature of drugs and where to look for illegal drugs.

Knowledge of the operation of and when to use firearms and other weapons; skill in the use of weapons.

Knowledge of self-defense and how to disarm persons and use restraints.

Knowledge of the correct procedures for making an arrest including: the content and uses of the Miranda warning; the stop and frisk procedure; procedure for transporting arrested persons; procedure for booking.

Knowledge of accepted practices in court procedure and testimony.

Knowledge of legal and technical terms related to police work.

Knowledge of report writing procedures and the ability to write effective reports and keep accurate records.

Knowledge of the principles of effective supervision and the ability to supervise subordinate police personnel.

Knowledge of accepted principles and practices of conducting

informal police training.

Knowledge of the principles and practices of crime prevention.

Knowledge of basic mathematics (addition, subtraction, multiplication, division of whole numbers, fractions, and decimals) to measure distances, judge angles, etc.

Knowledge of the methods and procedures of crowd control.

Ability to perform duties under physical and psychological pressure and stress; also ability to assess a situation, draw valid conclusions, and take appropriate action.

Ability to talk to and deal with people in a professional manner.

Ability to read and understand technical material such as investigation reports and legal documents and to apply knowledge gained to performance of work.

Ability to recognize and deal with persons with mental or physical problems.

Ability to drive police vehicles.

Ability to recall details of situations observed such as license numbers and make or model of vehicles.

Ability to use common reference material, to spell, and to write legibly.

Ability to work cooperatively with other police personnel.

Ability to give and take both oral and written instructions.

Ability to use police equipment including police dispatching equipment.

Ability to effect an arrest without agitating a potentially volatile situation.

Also the following knowledges and abilities: knowledge of civil laws; knowledge of basic first aid and CPR; knowledge of interview and interrogation techniques; knowledge of accepted methods and procedures for care of prisoners and maintenance of jail facility; knowledge of procedures to be used in hostage situations; knowledge of civil defense procedures; knowledge of accepted methods and practices of juvenile police work; knowledge of surveillance equipment; knowledge of fire investigation procedures and of the chemistry of explosives; knowledge of basic psychology involved in family counseling and of the social service and other agencies which may be used for referrals in civil cases; ability to speak and conduct

demonstrations before groups of people; ability to type;
ability to lift fingerprints.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for twelve (12) months prior to the closing date for application to be accepted.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

JN	11-30-79
Rev	11-13-90
	02-25-93
	04-22-93
	04-05-07